Course: *E0390 Integrating Emergency Management into Your Institution*

Course Dates:
February 18-19, 2015
March 23-24, 2015
April 8-9, 2015

Travel Dates:
February 17 and February 20, 2015
March 22 and March 25, 2015
April 7 and April 10, 2015

Course Length:
This course is 2 full days in length.

Location:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:
This course is an interactive workshop designed to assist minority and minority-serving institutions of higher education (IHEs) in establishing or enhancing Emergency Management (EM) courses or programs in their institutions. It addresses issues unique to them, and begins the process of identifying and overcoming institutional roadblocks to increasing their schools' EM-related offerings.

Course Goals:
The primary goal of this workshop is to assist Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Historically Black Colleges and Universities (HBCUs) by providing information about EM and the benefits and resources available for integrating EM course offerings. The desired outcome and single focus of the course is to achieve a more diverse population of EM professionals who reflect the communities in which they live and work.

Prerequisites:
None

Continuing Education Units (CEU's):
EMI awards 1.4 CEUs for completion of this course.

Target Audience:
The audience for this course includes Department Chairs of EM-related disciplines such as sociology, geography, public administration, or psychology from minority and minority-serving IHEs. The course dates are intended for the following audiences:

- February – HSIs
- March – TCUs
- April - HBCUs

Enrollment is limited to 25 participants for each offering, enrolled on a first-come, first-served basis. Transportation expenses for attendees will be reimbursed through EMI's student stipend program. Airport shuttles are available and lodging is provided for course participants on the NETC campus.

TRAINING OPPORTUNITY

To Apply:
Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application by mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035   Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than January 7, 2015; February 9, 2015; and February 25, 2015, respectively.

Application Review:
In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?
Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?
The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:
For additional information contact the course manager, Lillian Virgil at (301) 447-1490 or by email at: Lillian.virgil@fema.dhs.gov.

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